



TECHNOLOGY INSTRUCTOR:

Job Description

The Lloydminster Learning Council Association
(non-profit organization promoting life-long learning)
requires a **Technology Instructor/ Tutor**

Reports to: Program Director

Key Responsibilities:

- Teach adults & seniors in the community of Lloydminster how to utilize various technologies
- Plan lessons centered around learner needs/interests
- Communicate lesson plans and changes to Program Director
- Model concepts using technological devices and allow learners to practice on their own devices
- Track learner progress and report to the Program Director
- Record hours worked monthly and report them to Program Director
- Ensure set up of your program, as well as clean up when you are done.

Requirements and Qualifications:

- Speak English
- Clean criminal record check
- Reliable access to a vehicle.
- Ability to design lesson plans and teach basic technology as well as Microsoft Office, Excel, Google and if possible, QuickBooks.
- Flexible schedule. Classes are often run in the evenings, and tutoring is during the day. There may be the occasional need for a full day workshop. This is cleared with the successful candidate well in advance.
- Post Secondary or equivalent experience.
- Experience teaching or group facilitation.
- Great interpersonal and communication skills
- The ability to teach learners of all abilities with a caring and patient approach

Apply to:

Lloydminster Learning Council Association

hr@lloydlearningcouncil.org with **Tech Instructor Position** in the email subject. *Please include a basic introduction of your qualifications and ability to do this job with your resume.*

www.lloydlearningcouncil.org

780-875-576